

# RECREATION PROGRAM COORDINATOR-COMPUTER CLUBHOUSE

Grade 26

FLSA Status: Non-Exempt

## **GENERAL DEFINITION OF WORK:**

Performs responsible paraprofessional work coordinating a variety of programs associated with the Computer Clubhouse; does related work as required. Work is performed under regular supervision. Supervision is exercised over program staff and volunteers.

## **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Developing, coordinating and implementing programs associated with the Computer Clubhouse; scheduling staff and volunteers, programs and special events; maintaining records and files; preparing reports. Oversee day-to-day operations of the Computer Clubhouse.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Motivates, facilitates and evaluates age-appropriate activity selections made by Clubhouse participants.
- Demonstrates knowledge of the Clubhouse learning model.
- Communicates and develops positive relationship with youth.
- Involves and empowers youth.
- Recruits, trains, directs, counsels, and evaluates assigned staff of volunteers and mentors ensuring they work effectively with youth; processes concerns/problems; interviews and orients prospective mentors and staff; completes all paperwork associated with Clubhouse staff.
- Develops and maintains working relationship with schools, school administrators, students and school groups. Cultivate programs and activities targeting school-age youth with an emphasis on technology and skill development.
- Support youth in planning for the future pursuing academic and job opportunities that leverage their Clubhouse skills and experience.
- Provide community outreach to involve a diverse group of young people, parents, teachers, and community leaders in the Clubhouse program.
- Performs basic maintenance on computers including file management, trouble-shooting and technical support to Clubhouse youth and mentors. Maintains physical space of Clubhouse.
- Assists parent organization in fund raising and publicity for the Clubhouse communicating philosophy, goals and results to external sources.
- Plans, implements, promotes and evaluates special events, programs, camps, trips, classes and workshops associated with the Computer Clubhouse; promotes Clubhouse activities by preparing flyers; delivers promotional materials to businesses and community; contacts media for promotional purposes; meets with and makes oral presentations to community groups. Prepares text for Good Times publication for Clubhouse activities.
- Orders supplies and materials; maintains inventory; organizes supplies, volunteers and staff; sets-up and cleans up after programs. Prepares and monitors program budgets; develops and recommends program policies and procedures.
- Processes and organizes registration for program participants; listens to and interacts with the public, youth, and mentors.
- Participates in the Computer Clubhouse Network, attends meetings and trainings. Shares ideas and issues, and supports collaborative projects across Clubhouses. Participates on special teams; attends meetings.
- Ascertains Computer Clubhouse needs and evaluates overall program effectiveness.
- Performs general clerical tasks; answers telephone; prepares correspondence, forms, flyers, brochures, reports, etc.; maintains records and files.
- Performs related tasks as required.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

A demonstrable and proven track record working with youth ages 8-18, in particular young people from under-served neighborhoods. Must be interested in technology as a creative and empowering tool. Demonstrated knowledge of the equipment and techniques necessary to successfully operate computers and a variety of computer software programs; general knowledge of the methods involved in organizing, conducting, promoting, and supervising organized youth activities; general knowledge of first aid methods and necessary safety precautions to be used in recreation work; ability to express ideas clearly both orally and in writing; skill in the operation of a personal computer including the ability to operate various software packages; ability to establish and maintain effective working relationships with associates, program participants, volunteers and the general public.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in recreation, education, computer technology, or related field and experience working with youth and volunteers

**PHYSICAL REQUIREMENTS:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and noise. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

**SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of first aid, CPR and AED certifications.

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